



## VACANCY ANNOUNCEMENT

**Travel Assistant, G-5**  
**Administration and Operations Division**  
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 September 2025 23:59 hrs CET	VA 25/037/A&O	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 22 August 2025, Post number: 30516816, Funding: 62ZRB/16809

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

### **Where you will be working**

The position is located in the Travel team in the Procurement, Travel and General Services unit of the A&O division. The Travel team is accountable for all travel of participants to sessions and meetings; arranges for and processes all travel of staff to sessions; and divisions with other official travel of staff. The team also arranges for UN Laissez-Passers and visas for staff.

Reporting to the Associate Travel Officer (P-2), the incumbent is responsible for making complex travel arrangements especially for high-ranking officials; advising and supporting divisions in the organization of meetings, group and complex missions; assisting the supervisor in controlling expenses and processing invoices and in planning, coordinating and monitoring the work of the team.

### **You will have the following main responsibilities**

Within delegated authority, the Travel Assistant will be responsible for the following duties:

- 1. Processes travel arrangements from and to all state Parties for staff and dependents, other personnel, participants and experts, by;**
  - a. Determining, calculating and initiating entitlements based on the UN rules and regulations such as class of accommodation, airfare, terminal expenses, daily subsistence allowance (DSA).
  - b. Corresponding with travellers attending different meetings, confirming travel entitlements and arrangements;
  - c. Responding to queries or requests for amendments regarding individual travel arrangements, determining and computing revised entitlements as necessary, making arrangements for changes, cancellations, reissuances, obtaining reimbursements/refunds, assisting with special arrangements such as airport transfer, ground transportation, etc.;
  - d. Liaising with the travel agent to negotiate most efficient and cost-effective routings and conditions in compliance with travel regulations and rules;



- e. Creating travel requests and travel advances in the organization's ERP system, , for all participants and experts, in accordance with the relevant administrative rules and regulations, associating ticket details, submitting them for approval, and initiating issuance of tickets;
  - f. Creating and maintaining accurate participant profiles (Index numbers etc.) in line with established practices;
  - g. Acting as a liaison between UNFCCC-funded participants and UNFCCC and UN System service providers;
  - h. Reviewing travel claims and supporting documentation for completeness, accuracy, validity and conformity with relevant rules, referring discrepancies back to travellers and certifying officers for clarification and possible correction, entering travel claims into the ERP system for approval and further processing by the Financial Resources Management Unit;
  - i. Approving Travel Authorizations, Shipment Requests and Expense Reports documents within delegated authority, upon creation and certification by authorized officers other than him-/herself; liaising with the creating and certifying officers for clarifications and amendments; thereby entering into financial commitments for tickets, DSA, shipment costs, reimbursements of considerable value within delegated authority.
- 2. Advises and supports divisions in the planning and implementation of conferences, meetings, events and group and complex missions, by:**
- a. Providing information on available rates and travel schedules for specific itineraries and DSA entitlements; advising on more efficient and cost-effective options for planning and budgeting purposes;
  - b. Preparing and reviewing rosters for DSA payments to participants at meetings, computing and revising DSA amounts when there are deviations from original travel plans, issuing DSA payments and providing travel-related advice and assistance to participants at conferences and meetings;
  - c. Assisting programmes in negotiating and implementing cost-sharing arrangements with other organizations;
  - d. Identifying and advising on accommodation options when necessary;
  - e. Arranging for the timely issuance and renewal of UNLPs by the relevant UN offices.
  - f. Coordinating with Consulates/Embassies regarding provision of transit and short-term visas to staff and preparing Notes Verbales to this effect;
  - g. Ensuring the provision of transit and short-term visas to participants in liaison with the External Relations unit.
  - h. Providing UNFCCC travel policy and business practice related guidance to respective divisions.
- 3. Assists the supervisor in monitoring and controlling travel related expenditures and accounts, by:**
- a. Assisting with monitoring compliance with the advance purchase policy and following up with travellers and divisions who are not compliant;
  - b. Assisting with monitoring cancelled tickets, initiating refunds and keeping record of credits against previous invoices;
  - c. Assisting with closure of outstanding participant travel obligations in a timely manner;
  - d. Assisting with reviewing unliquidated obligations/Travel Authorizations and advising on corrective action to be taken; closing out travel requisitions.



**4. Provides general support to the secretariat's travel operations, by:**

- a. Providing guidance to divisions' Travel Administrators, focal points and Programme Administrative Teams on travel regulations, rules, guidelines, procedures and practices. Monitoring and discussing with the supervisor, colleagues and service providers, including carriers and travel agents, the best procedure to address discrepancies and problems
- b. Suggesting improvements to policies, procedures and practices;
- c. Compiling and finalizing the GHG emissions statistical report component pertaining to secretariat travel;
- d. Assists with maintaining records and preparing reports on a wide variety of travel related activities and outputs; preparing presentations and reports for information sharing and responding to queries knowledge management, planning and decision making.
- e. Drafting correspondence on all travel-related issues, including general announcements to staff and participants for review and issuance by the responsible officers.

**5. Performs any other job-related activities** as required to meet the mandate, goals and objectives of the team, unit, division and secretariat.

**Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function. Shows the capacity to apply knowledge to deliver results based on acquired background and experience. Seeks opportunities to apply own technical skills across related disciplines. Keeps abreast of new developments and technologies in the field of expertise. Actively seeks to expand the existing level of job knowledge and expertise.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner. Writes in a well-structured and logical manner, in keeping with established UN standards. Openly shares information and keeps people informed. Uses appropriate communication tools to disseminate information. Demonstrates a willingness to improve linguistic abilities and communication skills. Listens carefully to understand other's views and responds appropriately. Seeks feedback and adjusts language, tone, style and format to match the audience.

**Being Responsive to Clients and Partners:** Fosters a good rapport and seeks regular feedback from internal and external clients and partners. Regularly consults with clients understand and respond to changes they encounter. Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions. Works across organizational boundaries and overcomes obstacles to enhance cooperation. Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues. Works collaboratively with colleagues to achieve results and respects the needs of the team. Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience. Supports and acts in accordance with team decisions, even when such decisions differ from own position. Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Your qualifications**

**Educational Background**

**Required:** Completion of secondary education. Completed vocational training in the field of travel is highly desirable.



### **Experience**

**Required:** At least five (5) years relevant working experience or three (3) years with a first-level university degree or equivalent including travel rate construction, routing and travel reimbursement involving the use of a global distribution system. Work experience at the international level is required. Experience using an ERP system is highly desirable.

### **Language skills**

**Required:** Excellent knowledge of written and spoken English.

**Asset:** Working knowledge of German is highly desirable.  
Working knowledge of another official United Nations language is an asset.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

### **How to apply:**

Candidates whose qualifications and experience match what we are looking for should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

### **Please note:**

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary: Euro 44,919 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

---